

PART 1.0 GENERAL PROCESSING FLOW

1.1 Overview of Interface Processing

The SCR-to-FCR interface is an automated process that allows for sending transactions concerning IV-D cases and non IV-D orders from the SCR to the FCR and receiving transactions from the FCR. In order for the SCR-to-FCR interface to be effective, it also must allow for the integration of data sent from the FCR into the State system. It is the use of the interstate matches made via the FCR that enables a State to enhance interstate locate and enforcement activities to resolve paternity, establish and modify court orders, and increase collections.

There are two distinct phases associated with the transmission of data from the SCR to the FCR:

- the initial load of a State's caseload; and
- routine transactions to be sent on an ongoing basis after the initial load.

Specific information concerning how a State should send their initial load of case data to the FCR was provided in DC-98-54 (dated June 16, 1998) and is included in Appendix B. The window for the transmission of the initial load has been defined as the three weeks between September 28 and October 16, 1998. Within this TAG, Section 4.1, "Initial Load Processing Overview," provides suggested mechanics for the submission of case data. Section 4.1 also reiterates the requirements and available options for the submittal of the initial load that were specified in DC-98-54.

Note that, by law, a State is *only* required to transmit existing IV-D cases in their initial load. However, the FCR is prepared to accept non IV-D orders, as well. A State may opt to transmit non IV-D orders in their initial load if those orders are already resident on the State's system, and the extraction of both IV-D and non IV-D information facilitates the submission process.

The types of routine transactions to be sent from the SCR to the FCR on an ongoing basis after the initial load can be summarized as:

- ❑ Add a case (including add a non IV-D order established after October 1, 1998).
- ❑ Add a person to a case.
- ❑ Change case data (including changes made after October 1, 1998, to existing non IV-D orders).
- ❑ Change person data.
- ❑ Delete a case.
- ❑ Delete a person from a case.
- ❑ Locate transaction.
- ❑ FCR Query transaction.

The record specifications for each of these transactions are delineated in the IGD. It is *critical* that the State programmers be familiar with those record specifications prior to design and development activities for the SCR-to-FCR interface. In succinct terms, the following are required to be transmitted from the SCR to the FCR:

- ✓ Every IV-D case and person in a State's Child Support Enforcement (CSE) system must be added to the FCR. The data elements required for transmission to the FCR are those critical for matching purposes.
- ✓ Every non IV-D order established or modified in the State on or after October 1, 1998 must be added to the FCR. The data elements for adding a non IV-D order and person are in essence the same as those for a IV-D case.
- ✓ Each time a change occurs to a data element delineated in the change case or change person record specifications, an update must be sent to the FCR. Note that the data elements to be reported to the FCR for a change case or change person transaction have intentionally been kept to a minimum.
- ✓ Every person removed from a case should be identified as a delete person transaction to the FCR.
- ✓ When a case is closed on the State CSE system, a delete case transaction should be sent to the FCR. The rules that govern case closure within a State dictate when a delete case transaction should be sent to the FCR. The State also should follow State law as to the closure of a non IV-D order. It should be noted, however, that for the purposes of reporting to the FCR, if a IV-D case is closed but the order is still enforceable, the preferred transaction is a change case transaction to change the case status from IV-D to non IV-D.

Note that within this document emphasis is placed on how to transmit required data and how to use returned data. The TAG does not address the creation and transmission of the FCR Query transaction, since the use of that transaction is at the discretion of the State and should conform to the specifics of each State's particular needs. Referral should be made to the IGD as to the record specifications. The TAG, however, does address the response records generated by the FCR as a result of a State FCR Query transaction and how those response records may be used in the State's system.

1.2 Overview of the TAG's Suggested SCR-to-FCR Interface Methodology

As stated in the preface to this TAG, the methodology and mechanics presented herein are suggestions, not dictates. Each State needs to determine if these methods are suitable for its CSE system. The suggested methodology is composed of the following elements:

- a Trigger File;
- an Audit File; and
- a Response File containing transactions to accommodate the processing of returned FCR data.

On the following page is a diagram that depicts an overview of the suggested SCR-to-FCR Interface methodology.

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To minimize the impact the FCR has on a State CSE system, a trigger file is suggested to initiate the creation of transactions from the SCR to the FCR. A trigger file may be processed during the nightly or weekly batch processing window, thereby minimizing processing time and potential impacts on system response time during the day. Section 2.1 provides an explanation of the Trigger File concept and suggested mechanics to support the implementation of that concept.

As transaction records are created, an audit trail also should be established to document that case or person information has been submitted to the FCR. Additionally, the responses received from the FCR should be documented indicating the latest disposition of each transaction. The audit file suggested in this TAG provides a means to substantiate the data submission process. Section 2.2 provides an explanation of the Audit File concept and suggested mechanics to support the implementation of that concept.

There are two suggested transactions in this TAG for handling the receipt of information from the FCR. The first accommodates States that may automate the receipt and use of FCR data; the second is a manual process to be used until an automated process is viable for a State. The manual process consists of a series of reports for distribution to the caseworkers. An automated process should be used whenever possible to minimize caseworker involvement and mitigate the associated time delays associated with manual processing. Part 5.0 of the TAG addresses both the automated and manual processes.

The information returned from the FCR will be of significant value to a State. In terms of a State's own submitted data, the FCR can inform a State of duplicate person or case records. In relation to the compelling needs to improve out-of-state locate activities and facilitate effective interstate communication, the FCR can provide:

- verification and identification of Social Security Numbers (SSNs);
- out-of-state employment information obtained through automatic matching with data in the National Directory of New Hires (NDNH), which includes new hire (W4) data, quarterly wage (QW) records, and unemployment insurance (UI) benefits;
- address information; and
- pointers to a IV-D participant's involvement in a IV-D case or non IV-D order in another State, to help a State determine continuing and exclusive jurisdiction (CEJ) for a child support order in addition to facilitating interstate locate efforts.